



For Web Team Only  
NODE/

## DVU Website Edit Request Form

Please complete this form in its entirety and email to [AskTheDvu@hq.doe.gov](mailto:AskTheDvu@hq.doe.gov)

### 1. Requestor Information

Request Date: MM / DD / YYYY

Requestor: First & Last Name

College: DVU College Name

College Sponsor: First & Last Name

Date Approved by College Sponsor: MM / DD / YYYY

### 2. Expedited Requests (If none, skip this step)

Date to publish by: MM / DD / YYYY

Reason for expedited request\*:

\*Forms without an explanation will be processed at the standard, 3 business days.

### 3. Items to be published

Is this edit for a document or webpage? Please select one

Is the item to be Updated/Created/Deleted? Please select one

URL address of page to be updated/deleted:

Description of where to find outdated information on webpage:

Replace with:

#### **For New Document only (Please attach new document to this request):**

Long Description (i.e. what is the content? What is it used for?):

URL address of desired location within your DVU College:

\*All Documents will be loaded in the far right column of the page, as a link.

#### **For New Page only, Enter all new content here, or attach a new word page:**

Please note: All formatting in Energy.gov is plain text.

**Notes:**